

DEPARTMENT OF BUILDING AND
ZONING
OF COOK COUNTY, ILLINOIS

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<http://www.cookcountyil.gov/building-and-zoning>

ENGINEERING ADVISORY

The department of Building and Zoning now requires digital submissions for all applications and supporting documents. Applicants that have digital files 10MB or less are encouraged to email their submittals to: Intake.bnz@cookcountyil.gov. If your submittal is larger, we accept an electronic copy on flash drive or CD (PDF format).

Requirements:

1. Any building permit application that entails the construction of a free standing building on vacant property, an accessory building (above 625 square feet in construction), or an addition laying in a common side yard, all with finished floors, the permit submittal must contain one digital copy of **fully engineered site development drawings** containing:
 - Existing site elevation (U.S.G.S. or C.D.)
 - Existing elevation of all contiguous property
 - Proposed foundation elevations, retaining walls and other site improvements
 - Direction of surface and down spout runoff
 - Final elevation for lot grading, showing all contour lines
 - Culvert location and elevation and all drainage structures with elevations
 - Bench mark to be placed on the nearest available permanent structure
 - Any landscape structures and/or piping
 - Drainage certification statement
2. After the foundation has been installed and prior to the construction of flooring or walls, a **Building Spot Survey** must be submitted to the Chief Plan Examiner of Building & Zoning. The survey must locate the foundation on the lot giving all front, side and rear yard dimensions, each wall segment length and the elevation at the top of foundation. The survey must be sealed and signed by a registered land surveyor. The contractor **MUST NOT PROCEED WITH CONSTRUCTION** until spot survey is approved and applicant is authorized by the Building Inspector.
3. **Final Grade Survey** prior to the issuance of a Certificate of Occupancy, the builder/owner shall be required to submit an accurate survey for the lot to the Chief Plan Examiner of Building & Zoning, including the following:
 - All one foot contour lines, all topography, all inlets, catch basins, clean outs and associated piping
 - All site features such as: swales, retaining walls, drainage infrastructure
 - The elevation of all drainage break points and drainage arrows within the lot
 - Stamp and signature of a registered land surveyor or a registered professional engineer, indicating the following statement: *"The grading of the lot and drainage therefrom has been completed and fully complies with the design engineering plans dated _____ submitted for the lot."* The date of signature, license number and license expiration date shall also be indicated.

For digital submission of application and supporting documents, please refer to our web site:

<http://www.cookcountyil.gov/building-and-zoning>

Important Links:

[Procedures for the New Permitting Processing System](#)
[Cook County Building Permit Application](#)